



JOB DESCRIPTION

Department:	Public Works	Salary:	\$42,972.80-\$60,507.20
Title:	Mechanic	Date:	
FLSA:	Non-Exempt	Reports to:	Asst Public Works Director
Residency:	30 minute response time		

JOB FUNCTION: Under the general direction of the Assistant Public Works Director, performs preventive maintenance and inspections to ensure that all vehicles and equipment maintained by the City operates safely and efficiently. Performs proper diagnostic procedures in order to determine both the problem and the repairs required. Completes vehicle repair orders, inspection reports, etc. on a regular basis to ensure that the fleet management system is current and accurate. Purchases and maintains adequate parts and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs detailed vehicle inspections using established forms to meet safety, City, and Department of Transportation (DOT) requirements.
- Performs preventive maintenance services. Documents the inspections and ensures that all required checks have been made and services completed to meet DOT requirements.
- Reviews driver inspection reports and determines the service or repair requirements.
- Performs diagnosis and general repair to vehicles. Test drives vehicles. Completes the repair orders to feed the fleet management system and documents any inventory changes.
- Provides emergency repairs in the field, as needed.
- Works with outside vendors to coordinate repairs covered by warranty or beyond the scope of department repair capabilities.
- Inspects repairs, including those done by an outside service.
- Reviews billings from vendors to ensure accuracy and completeness Designs and fabricates various parts as needed to ensure the equipment functions in a safe and efficient manner.
- Purchases and performs inventory on parts, supplies, shop tools, and equipment following City policies and procedures.
- Attends safety meetings and seminars as required and promotes safety. Follows all City and department safety policies and procedures.
- Ensures that the City's mission, goals and objectives are fully supported and initiated. This includes, but is not limited to, support of ; Mayor/City Council strategies; and various other city-sponsored work teams such as Safety, Employee Relations and Wellness.
- Performs fuel inventory and fuel tank leak procedures.
- Assists with the development of parts contracts and other contracts as requested.
- Assists with the development of specifications on all equipment being purchased.
- Attends detailed manufacturer's training on new equipment and provides training for others.
- Assists with winter snow and ice removal operations

- Performs other duties and responsibilities as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Entry Requirements and Skills:

- High School Diploma or equivalent. Two-year degree in auto/fleet repair, preferred.
- Three to five (3-5) years of experience.
- Ability to take initiative
- Ability to operate power hand tools
- Ability to build and maintain positive relationships with co-workers, other City employees and members of the public
- Effective oral and written communication skills
- Ability to work safely and efficiently with very little direct supervision
- Problem solving ability
- Ability to concentrate in a diverse work setting
- Sound judgment and decision-making abilities
- Ability to perform various diagnostic procedures and repairs on a wide variety of vehicles and equipment.
- Effective customer service skills
- Good time management skills
- Ability to perform air brake inspections
- Ability to perform Federal Highway Administration (FWHA) inspections

Physical Requirements/Essential Functions:

- Long periods of standing
- Intermittent periods of walking and sitting
- Ability to lift, carry, push, and pull greater than 50 pounds
- Constant dexterity, feeling, hearing, near sight acuity, depth perception, color vision, field of vision, concentration, and judgment
- Frequent climbing, balancing, stooping, kneeling, crouching, reaching, handling, talking, far sight acuity, and writing ability
- Intermittent crawling
- Constant exposure to extreme heat, noise intensity level, darkness/poor lighting, moving mechanical parts/hazards, explosives, dirt/dust, and odors
- Moderate exposure to wet and/or humid conditions, vibration, high, exposed places, and toxic/caustic chemicals
- Constant use of protective footwear
- Moderate use of protective eyewear, gloves, and welding bonnet/gear
- Must pass pre-employment drug screen and physical

Functional Requirements:

- Standard work hours will be Monday-Friday, 7:00 a.m. - 3:30 p.m.

SKILLS:

- Proficiency with PC's, computer software and applications, including fleet management software
- General knowledge of office equipment, including photo copier, telephone, calculator, and facsimile

- General knowledge of tools and equipment, including specialized mechanics tools, electronic equipment, heavy equipment, fire equipment, emergency equipment, hand/power tools, specialized diagnostic tools, and specialized shop equipment

LICENSES AND CERTIFICATES:

- Must possess a valid Iowa Driver License
- Iowa Class A commercial driver’s licences with air brake endorsement must be obtained within six months of employment and maintained throughout employment.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee’s Signature	Date	Department Head	Date
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The City of Norwalk is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city and county will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employers.